

CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

CLASSIFICATION TITLE Assistant Executive Director	DISTRICT/DIVISION/OFFICE California Transportation Commission	
WORKING TITLE Deputy Director	POSITION NUMBER 696-004-5916-006	EFFECTIVE DATE

The Commission advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs, and has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

GENERAL STATEMENT: The Assistant Executive Director, under the administrative direction of the Executive Director and the Chief Deputy Director, is responsible for developing and managing regional and statewide transportation planning guidance and policies; managing the approval of and providing support for innovative financing and procurement programs; advising the Commission on transportation funding and programming issues; representing the Commission in the legislative process and advising the Commission on its role as a California Environment Quality Act (CEQA) responsible agency.

Serves as a member of the Policy Staff and participates in high level policy and planning decisions for the Commission. All duties are performed in accordance with State and Commission policies and procedures.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

20% E

State Multi-Modal Transportation Issues

- Ensure staff support to the Commission in prescribing study areas for analysis and evaluation by Caltrans and regional agencies and the development of guidelines

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

for the preparation of regional transportation plans as authorized under California Government Code Section 14522.

- Initiate and develop new or revised policies relating to project planning and implementation, formulating the necessary policy statements, and presenting the proposed policies to the Commission for action.
- Work with Caltrans and regional agencies to ensure that regional transportation plan guidelines promote consistency through an integrated, statewide approach to the transportation planning process and set forth a uniform transportation planning framework throughout the state.

20% E

Transportation Finance

- Manage the development of program guidelines, setting forth the Commission's policy and expectations for the submittal, review and approval of public private partnership projects and other innovative financing and procurement proposals.
- Manage the review and the development of program and project-specific recommendations to the Commission.
- Oversee the procurement and management of financial and technical consultants, ensuring compliance with contract terms and conditions.
- Provide direction and oversee the consultant's independent evaluations and reports that become part of the Commission's work product.

15% E

Transportation Funding and Programming

- Develop policies and procedures for funding the state's multi-modal transportation system and for allocating funds to transportation projects.
- Identify means of assuring that all available funds are fully programmed, allocated, and expended so as to maximize the benefit returned for California's investment in its transportation programs.
- Monitor and interpret the status of project implementation working in cooperation with Caltrans and regional/local agencies.
- Ensure the timely and cost effective delivery of state transportation projects within the transportation programs for which the Commission is responsible
- Review complex project issues, delivery schedules and staff analysis to evaluate proposed project allocation requests to determine if the proposed delivery schedule, milestones, and costs are reasonable and achievable and to ensure the delivery of transportation projects is compliant with the requirements of state and federal statutes and Commission policies and guidelines.

20% E

Legislation & Coordination

- Evaluate the legislative needs of the Commission in order to take action on legislation and prepare legislation that the Commission may wish to submit and assist the Executive Director in finding a sponsor to the bill.

- Review legislative bills introduced in the Legislature, and select for analysis those bills which have an identifiable impact on California's transportation system, in particular, those which influence transportation funding, the development of the State Transportation Improvement Plan, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.
- Identify policy issues and develop recommendations for the Commission in key policy areas that are conveyed to the Legislature for action.

20% E

Environmental Streamlining

- Advise the Commission, as a CEQA Responsible Agency, on the environmental impacts of a project being considered for future funding.
- Identify environmental issues, recommend a course of action, and ensure the timely preparation of appropriate records of actions taken by the Commission.
- Consult with Federal, State, Local, and Regional Agencies to streamline the environmental process to ensure timely delivery of both critical and routine transportation improvement projects.

5% M

OTHER FUNCTIONS

- Serve as Commission liaison to a Modal Committee as appointed by the Commission.
- Represent the Commission at various meetings with Federal, State, Local government, special interest groups, legislative staff, non-profit organizations, private industry and other transportation stakeholders.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervises one Supervising Transportation Planner and one Senior Transportation Planner.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles and methods of transportation systems management; fiscal and budgetary planning and control methods; computer systems management; transportation planning and urban and regional planning; environmental, air quality and energy conservation analysis, organization and policies of the Department of Transportation and of regional and local transportation planning organizations, and transportation systems financing and allocation formulae. personnel management and supervision; planning and directing the work of others; Commission's Affirmative Action Program objectives; a manager's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives.

Ability to: Plan, organize and coordinate large-scale, highly sensitive studies, advise Commissioners of areas of potential policy conflicts; analyze difficult and complex transportation financial issues; develop and recommend practical and effective policies for addressing such issues; develop material and make recommendation on a variety of topics, maintain cooperative relations with representatives of governmental agencies including high level administrators, legislators and their staffs, and others contacted during the course of the work; act as a spokesperson for the Commission in the absence of the Executive Director; plan and direct the work of others; and speak and write effectively; effectively contribute to the Commission's EEO objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

PUBLIC AND INTERNAL CONTACTS

Participate in meetings dealing with federal, State, regional and local agencies and the public concerning the scope and content of assigned special projects. The incumbent will maintain a continual dialogue with Commission staff and local agency staff on project progress and status.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Awareness and sensitivity to social, economic and environmental conditions which affect the Commission. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under the demands of providing project data related products with very short notice. Must be open to change and incorporating new information/technology, which create changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

Professional office environment, business attire, according to current policy. May require overtime on weekdays and/or weekends. Ability to handle a heavy work load and meet deadlines. Ability to travel by land and air to various locations throughout the State.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please

discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Signature

Date